Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:
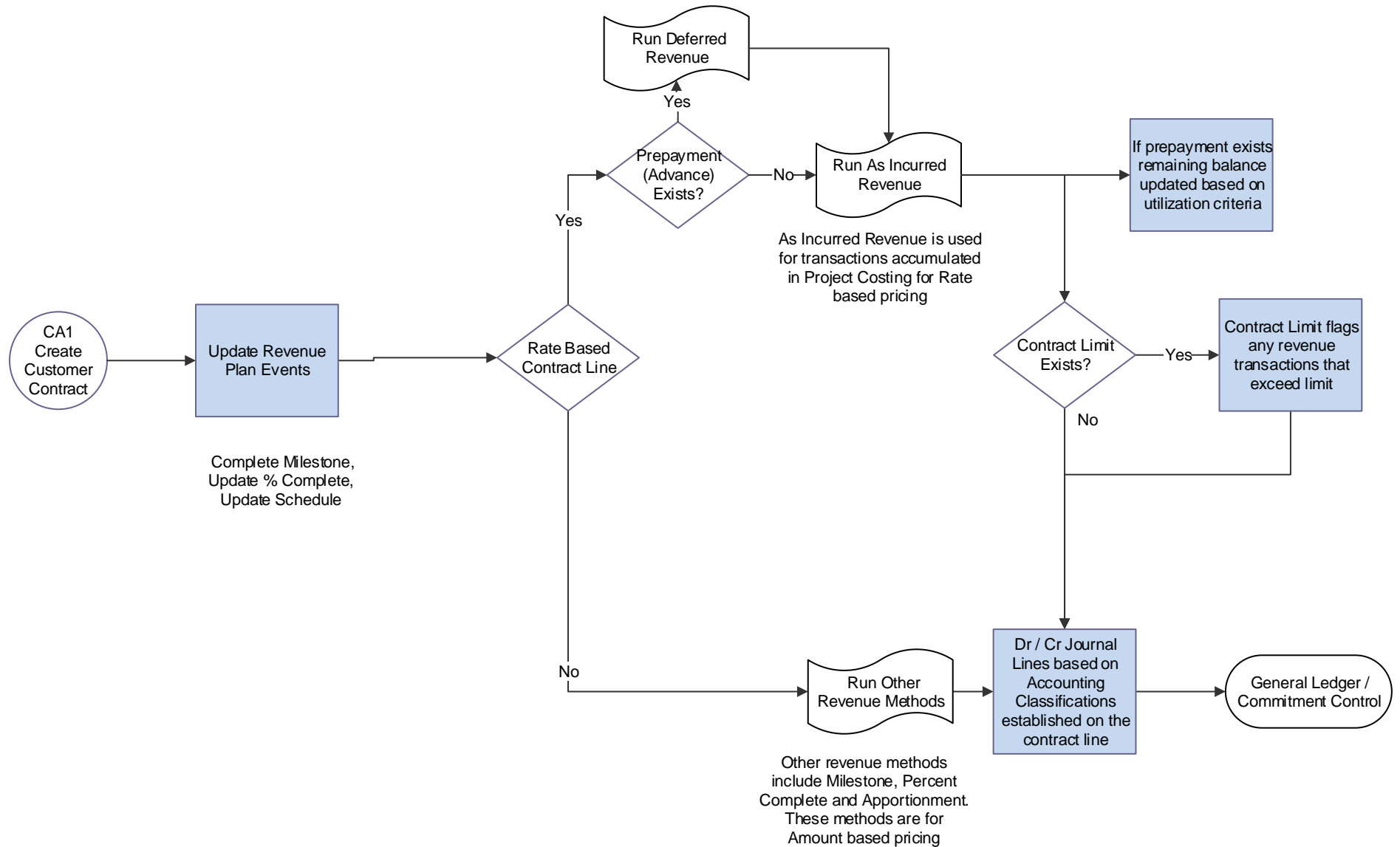
Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

System Task - Represents an individual step or activity in FI$Cal.

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Interface – Data conversion from one electronic system to another.

Batch Process - Represents a batch process within FI$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

Role

Swim lanes used to indicate which user role has <u>primary responsibility</u> for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

FI$Cal
Financial Information System for California

MN- Business Process - SubProcess

Role Name	
Role Name	

FI$Cal
Financial Information System for California

CA2 - Process Billing and Revenue – Contract Revenue

Project Accountant

Run Deferred Revenue

Yes

Prepayment (Advance) Exists?

No → Run As Incurred Revenue

As Incurred Revenue is used for transactions accumulated in Project Costing for Rate based pricing

If prepayment exists remaining balance updated based on utilization criteria

Yes

CA1 Create Customer Contract → Update Revenue Plan Events → Rate Based Contract Line

Complete Milestone, Update % Complete, Update Schedule

Contract Limit Exists?

Yes → Contract Limit flags any revenue transactions that exceed limit

No

No → Run Other Revenue Methods

Other revenue methods include Milestone, Percent Complete and Apportionment. These methods are for Amount based pricing

Dr / Cr Journal Lines based on Accounting Classifications established on the contract line → General Ledger / Commitment Control

CA2 - Process Billing and Revenue – Contract Billing

PC Job Processor

CA1 Create Customer Contract

Update Billing Plan Events

Complete Milestone, Update % Complete, Update Schedule

Rate Based Contract Line

Yes

Run As Incurred Billing

As Incurred Billing is used for transactions accumulated in Project Costing for Rate based pricing

Prepayment (Advance) Exists?

Yes

Prepayment remaining balance is updated based on utilization criteria

No

Contract Limit Exists?

Yes

Contract Limit process flags any billable transactions that exceed limit

No

No

Run Other Billing Methods

Other billing methods include, Immediate, Milestone, Percent complete, Value Based, and Prepaids invoices.

Run Interface to Billing

Billing Module